

REQUEST FOR QUOTATION
19H08024K0022
THE EMBASSY OF THE UNITED
STATES OF AMERICA REQUIRES A

Company: _____

To provide the following:

1. Please reference email when sending offer as:

19H08024K0022 HNP Hygiene Personal Care Items for Kits

2. Provide a quote with **complete name of item, description & delivery**; Quotes should list the items in the same order as listed below.

2. Delivery to Tegucigalpa, Honduras.

3. Include delivery date.

4. The vendor's offer should include in the total price the cost of transportation, measurements in site and installation if required as well as any additional modifications they require.

5. Purchase will be done thru **Purchase Credit Card** after approval from requester.
(Approval: Delivery of the goods and confirmation of acceptance from requester)

Line Item	Item Description	Qty	Unit Price	Total Price
1	Shampoo bottle Everyday use shampoo Bottle content: 180 ml	2,500 unit		
2	Shave Cream Thick, cream, foam Bottle content: 7 oz. (198 g.)	1,800 unit		
3	Razor pack Pack content: 5 razors	2,500 unit		
4	Cotton Swabs Pack content: 100 swabs	2,500 unit		
5	Body Lotion Everyday use lotion	2,500 unit		
6	Delivery date: (please include) _____ days or _____ weeks after awarded			

	TOTAL (Payment thru Credit Card)	
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A. Supplies and Prices:

The Contractor shall provide to the U.S. Government the new products as described in the specifications for the stated firm fixed price. Further, the Contractor shall properly perform the deliver to the location set forth under Place of Delivery, of this document. The firm fixed price shall include the products pre-delivery inspection, certificates of origin, operator's manuals, warranty certificates and any other documentation mandated by the destination country.

No additional sums will be payable on account of any escalation in the cost of materials, equipment or labor, or because of the Contractor's failure to properly estimate or accurately predict these prices or difficulty of achieving the results required by this contract. Nor will the contract price be adjusted on account of fluctuations in the currency exchange rates.

*** Manuals shall be furnished in the English AND Spanish languages.

B. Delivery Date:

Delivery Date is five (5) calendar days maximum after receipt of the award.

NOTE: PRODUCT SHALL COME WITH AT LEAST A 1-YEAR WARRANTY AND GUARANTEE OF QUALITY.

C. Warranty:

The vendor's offer should include a 1-year warranty for every item of equipment requested. It should cover any defect or deficiency that may occur during normal use. Shall provide technical support during warranty period to resolve questions related to operation of equipment. A written warranty should be provided.

D. Place of Delivery:

The contractor is responsible for ensuring delivery of goods to the following address: The Contractor shall consolidate the entire shipment to prevent loss and misdirection. Any lost or damaged items during shipment shall be replaced by the contractor upon notification. Partial shipments are not allowed if NOT approved by the requestor.

Consignee Address:

Consignee: Embajada Americana
Col. San Carlos, Avenida La Paz
Numero de casa #2629
RTN 08019999408358
Tegucigalpa M.D.C., Honduras
PO No. 19H08024K0022
Gabriela Salgado / Marvin Alvarado
Email: salgadox@state.gov

Address to be delivered:

Embajada Americana

Col. San Carlos, Avenida La Paz
INL Warehouse
Gabriela Salgado / Marvin Alvarado
Email: salgadogx@state.gov

International vendors can offer,

DAP Terms: US Embassy Honduras will support with customs process but not storage fees. Contractor needs to send correct paperwork (Consignee to: US Embassy Honduras, Invoices, packing list, description, item country origin, among others beforehand) and be expedite when information is required to avoid any delays and generate storage fees. Delays or Storage fees due to any wrong documentation from vendor will NOT be paid.

An email will be requested to vendor once awarded of the packing list with original invoice that will provide advance information for Customs clearance purposes. One copy of the packing list and commercial invoice must accompany the shipment, attached to the outside of the "lead" or number one box/carton/package, or individually attached to the outside of each box/carton/package.

If vendor is local, the previous remarks do not apply.

Delivery Terms: THE VENDOR IS RESPONSIBLE FOR THE DELIVERY OF ALL ITEMS LISTED ABOVE (BRAND NAME OR EQUAL).

E. Place of Installation

The contractor is responsible for the verification of measurements for fabrication and installation of all the equipment at the following

Tegucigalpa, Honduras.

Exact address and POC will be provided to awardee.

F. Inspection and Acceptance

The final inspection and acceptance of the service shall be performed by the POC upon finalizing the installation of all the equipment. The payment(s) to the Contractor shall be made following satisfactory inspection and acceptance of installation email confirmation by POC. Government Purchase Cardholder will proceed with the proper process for payment.

G. Evaluation Factor:

- a. The U.S. Government intends to evaluate this requirement based on the **lowest price technically acceptable (LPTA)**. *NOTE: Offerors shall include specific details and delivery dates in their responses to this RFQ. All pricing shall reflect L*

b. **Company Documents:** Please include the following documents (all documents should be up to date):

- Company License / SAM Number
- Company RTN
- Company addresses and telephone Number
- Contact Name, telephone number and email address

c. **Delivery Terms:** The vendor is responsible for the delivery of all items listed above under this Request of quotation (Brand name or Equal) in the stated shipping address.

d. **Offers/ Quotes:** Complete pricing section in Lempiras (L).

NOTE:

17. *Evaluation of Foreign Currency Offers (FEB 2000)*

If the Government receives offers in more than one currency, the Government will evaluate offers by converting the foreign currency to United States currency using the exchange rate used by the Embassy in effect as follows:

- a. *For acquisitions conducted using sealed bidding procedures / email offer, on the date of bid opening*
- b. *For acquisitions conducted using negotiation procedures—*
 1. *On the date specified for receipt of offers, if award is based on initial offers; otherwise*
 2. *On the date specified for receipt of proposal revisions.*

All Quotes must be valid for 90 days from the closing date for this solicitation. No exceptions or qualifications. New equipment ONLY, NO grey market or refurbished products. Items must be in original packaging, never used, and not altered in any way. Components of the requested equipment, to include memory, must be manufacturer-approved and may not be compatible, remanufactured, or refurbished equipment. All items must be covered by manufacturer's warranty and procured through a manufacturer approved distribution channel. Sellers must be able to document their ability to provide items through manufacturer approved distribution channels upon request.

e. **Tax Exempted:** Offers should not include tax (process must be tax exempted) Tax Exemption will be sent digitally for your support.

f. **Payment:** Payment thru **Government Purchase Credit Card**. Payment will be processed once the requester has confirmed as complete the delivered items.

g. Offer shall include the **NDAA (National Defense Authorization Act) form signed, dated, and stamped. (attached form)**

Your offer must be submitted no later than **Friday, November 03, 2022**, at **9:00 a.m. (Tegucigalpa, Honduras Time)** via e-mail to salgadox@state.gov. After time offers, will not be taken in consideration.

October 24, 2023

Contact information: _____

Signature: _____ Date signed: _____

PLEASE FILL PRICES, TOTAL, AND SIGN. THIS REQUEST OF QUOTATION SHOWS YOUR PROOF OF READING AND UNDERSTANDING OF THE BID.

YOU MAY ATTACH YOUR QUOTE AS WELL OR SPECIFICATIONS.

(Find below the NDAA form you need to sign, date, and stamp)

ATTACHMENT 1 – EXPRESS NDAA CERTIFICATION

September 14, 2020

Public Law 115-232, also known as the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year 2019, requires representations regarding Covered Telecommunications Equipment and Services. Cardholders shall use this representation with merchants to determine compliance with NDAA requirements. To comply with this Public Law the Federal Acquisition Regulation (FAR) in [FAR 4.2105](#) requires two provisions [52.204-24](#) & [52.204-26](#) and contract clause [52.204-25](#) in all procurement actions.

DIRECTIONS FOR THE MERCHANT

1. Read the entire provisions and clause in the FAR at [Acquisition.gov](#) or click on the link above.
2. After you have read the provisions, please answer the questions below.
3. Upon completion of Step 2, fill out the representation below. *NOTE: This representation is made by a person with the authority to bind the merchant.*
4. Return completed form to your GPC cardholder or Contract Specialist.

52.204-26 Covered Telecommunications Equipment or Services-Representation (OCT 2020)

(a) Definitions. As used in this provision, “covered telecommunications equipment or services” and “reasonable inquiry” have the meaning provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(c) Representations. (1) The Offeror represents that it ☐ does, ☐ does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(2) After conducting a reasonable inquiry for purposes of this representation, the Offeror represents that it ☐ does, ☐ does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services.

(End of provision)

52.204-24 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2020)

(d) Representation. The Offeror represents that—

- (1) It ☐ will, ☐ will not provide covered telecommunications equipment or services to the

Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds "will" in paragraph (d)(1) of this section; and (2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It ☐ does, ☐ does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds "does" in paragraph (d)(2) of this section.

Merchant Name _____

Merchant's Authorized Representative _____

(Typed Name)

Authorized Representative Signature and Date _____